

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS**

**October 14, 2015**

**PUBLIC HEARING**

The Champaign Park District Board of Commissioners held a Public Hearing on Wednesday, October 14, 2015 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to published notice duly given. President McMahon presided over the hearing.

Present: President Timothy P. McMahon, Vice President Craig Hays, Commissioners Alvin S. Griggs, Barbara J. Kuhl, and Jane L. Solon, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joseph DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Kevin Crump, Director of Operations and Planning, Jameel Jones, Director of Recreation, Tammy Hoggatt, and Director of Human Resources, Information Technology and Risk.

Other staff were in attendance as well as members of the public. Mark Czys and Wade Hoey from Martin, Hood, Friese & Associates, LLC were also in attendance to address the annual audit during the regular meeting.

**Open the Public Hearing**

President McMahon opened the Public Hearing at 7:00 p.m. He stated the purpose of the Public Hearing was to discuss and receive comments on the intent to issue \$1,092,700 in General Obligation Bonds. He reported that notice of the Public Hearing was published in *The News-Gazette* on October 2, 2015.

President McMahon called for comments from the public. There were no comments received.

Commissioner Griggs made a motion to close the Public Hearing. The motion was seconded by Commissioner Solon. The motion passed 5-0.

**REGULAR BOARD MEETING**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, October 14, 2015 immediately following the Public Hearing at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President McMahon presided over the meeting.

The Commissioners, Officers, staff and public present at the Public Hearing were in attendance at the Regular Meeting.

**Call to Order**

President McMahon called the meeting to order at 7:02 p.m.

**Comments from the Public**

Tara McCauley, Champaign County Public Health District and six Girl Scouts from Troop #2207 addressed the Board about the dangers of cigarettes in parks. The girls encouraged the Board to consider making all parks in Champaign smoke-free. As an example of the nature of the issue, the girls showed the Board a large container with cigarette butts picked up in West Side Park.

The Board thanked Troop 2207 for its presentation.

Bobbie Herakovich, former Park District executive director from 2001 to 2013, accompanied by former staff, Jim Spencer and David Schneider, addressed the Board about its recent decision on taxable allowances as IMRF earnings. Ms. Herakovich addressed past accomplishments as former employees and the reason for awarding car allowances as part of their salaries instead of assigned vehicles. She stated that they are appearing before the Board to ask the Board to reconsider the September 9, 2015 agenda item entitled "Approval of the Timeframe to include taxable allowances as IMRF earnings" and to reconsider the IMRF resolution. Ms. Herakovich noted that the Park District IMRF is totally funded at this time, including the total compensation of former employees. She reported that surrounding park districts and forest preserve districts allow car and cell phones as additions to salaries for pension purposes. Ms. Herakovich stated that although approval of the resolution was not done, she believes the Board was aware of the expenditures. She asked that one of the Board members on the prevailing side move for reconsideration of prior action on this subject. Ms. Herakovich contends that these actions honor past commitments and aid in attracting staff and building a team.

Jim Spencer, former Director of Operations, stated that he was employed at the Park District for 26 years. He stated that the Board decision seems like a mistake and is unfair to the former staff impacted.

David Schneider, former maintenance supervisor, stated that he was employed at the Park District for 26 plus years. Mr. Schneider stated that he believes that the Board decision is an equity and fairness issue.

President Mahon thanked the retirees for their comments. He stated that no action could be taken because this item is not on the agenda but the Board will take the comments into consideration. Discussion ensued regarding procedure to address the matter.

### **Communications**

President McMahan circulated the communications.

### **Presentations**

#### Audit - Martin, Hood, Friese & Associates, LLC

Mark Czys and Wade Hoey from Martin, Hood, Friese & Associates, LLC presented the audit for the year ended April 30, 2014 and responded to questions from the Board. Mr. Hoey reviewed the Independent Auditor's Report and various statements contained in the audit. He noted changes from prior year and issues of interest to governmental agency board members. The District received an unqualified opinion, which is a clean opinion.

Mr. Czys reviewed the Post Audit Governance Letter, which describes how the audit proceeded operationally. The second letter Mr. Czys reviewed was the Internal Control Letter. It communicated best practice suggestions for operational improvements. He stated the Annual Financial Report is to be filed with the Illinois Comptroller and will be submitted by the due date. Mr. Czys thanked Andrea Wallace, Joe DeLuce, and especially Tom Gilbert, Shannon Clarkson, and Cindy Harvey for providing information during the audit.

President McMahan thanked the auditors for their presentation.

#### Clearview North Phase

Tom Jordan, engineer with Fehr Graham, distributed to the Board information regarding Clearview North Subdivision, a residential development. He introduced Mike Martin, The Atkins Group, Jeff Marino, Senior Planner with City of Champaign, and Matt John, Branch

Manager with Fehr Graham. Mr. Jordan explained the proposed development plan. The area is approximately 275 acres located north of Olympian Drive. It was noted that the plan is for trails to be five (5) to six (6) feet wide. The development will be constructed in phases. The preliminary plat for phase one has been submitted. Mr. Jordan stated that it is the developer's intent, with the Park District's concurrence, that approximately 45 acres of open space trails and adjacent area be donated to the Park District to take over for maintenance. It is hoped that the Park District will consider the request in the near future and address the proposal from the developer to dedicate the land to the Park District.

Discussion ensued. Mr. Jordan responded to questions by the Board including questions about sidewalks, trails, potential for park space, interconnecting walkways, and ponds. He stated that the only request at this time is for the Board to consider the green space for maintenance. He stated that it would be great to have a commitment from the Park District this year. Mr. Jordan stated that the ponds will be permanent bodies of water.

President McMahon thanked Mr. Jordan for his presentation and indicated that the Board will consider this request in the future.

### **Treasurer's Report**

Treasurer Wackerlin presented the Treasurer's Report for the month of September 2015. He stated the Park District's finances have been reviewed and found to be in appropriate order.

Commissioner Griggs made a motion to accept the Treasurer's Report for the month of September 2015. The motion was seconded by Vice President Hays. The motion passed 5-0.

### **Executive Director's Report**

#### Volunteer of the Month

Mr. Jones reported that Alex Hitzeman was chosen as September Volunteer of the Month. He was recognized for his efforts with special events, especially the Taste of C-U. Mr. Hitzeman was in attendance and was presented with a bag of gifts in appreciation.

Mr. Hitzeman commented that he has a lot of fun helping out at the events and is happy to help. The Board thanked Mr. Hitzeman for his efforts.

#### General Announcements

Mr. DeLuce reminded the Board that a memorial for Robert Toalson will be held on October 18, 2015 at 2:00 p.m. at the McKinley Presbyterian Church. He also reported that Jameel Jones was recognized as one of the "40 Under 40," and that several staff attended the luncheon in the honorees' honor. The Board congratulated Mr. Jones.

Mr. DeLuce reported regarding a response to a letter received about the Virginia Theatre restrooms, an Illinois Association of Park Districts Legislative update, and a 1921 ad in the Courier newspaper about the Virginia Theatre's first grand opening. Also, there is a report about the National Parks and Recreation Congress from Commissioner Griggs. Commissioner Griggs will discuss the report later in the meeting.

### **Committee and Liaison Reports**

#### Champaign Parks Foundation

Vice President Hays reported the Foundation met and agreed to participate in seeking bids for a sound system at the Virginia Theatre by providing up to \$30,000 for the purchase. He reported that there was a 30% increase of net proceeds from the car raffle that was allocated to scholarships. Vice President Hays reported that the Foundation will determine whether to hold a car raffle or

have another signature event next year. The Foundation hopes to formalize committees and present to the Board at the December meeting.

## **Report of Officers**

### Attorney's Report

Attorney Hall noted that there were multiple contracts on the agenda. He reported that the revised contract with Champaign Telephone Company, Inc. on the dais was due to a change in one of the sections, the termination and cancellation clause. He stated that that Park District staff and CTC staff are satisfied with the changes. Mr. Hall also noted that there was language in the agreement about an easement in perpetuity; however, the Park District is prohibited from authorizing this type of easement. He stated that the language was removed and that a license agreement is being prepared.

### President's Report

President McMahon reported that he attended the IAPD Awards Gala with Mr. DeLuce and Chelsea Norton. He stated that it was nice event and the Park District received three awards for The News Gazette, Sola Gratia and Mack Hodges. He also reported that Jane Solon was honored with a 10-year Board Member Service Anniversary Award for serving 10 years on the Board.

Mr. McMahon reported that he toured the Springer Cultural Center with Messrs. DeLuce and Jones. He encouraged Board members to tour the facility if they have not already done so. Mr. McMahon reported that Mr. DeLuce and he will meet with Unit 4 in ongoing dialogue on Friday. He encouraged the Board to send thoughts or questions that they would like them to address.

## **Consent Agenda**

President McMahon stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired, that item shall be removed and discussed separately.

1. Approval of the Minutes of the Regular Board Meeting, September 9, 2015
2. Approval of Minutes of the Study Session, September 23, 2015
3. Approval of Bid for Hard Court Replacement
4. Approval of Bid for Trash/Dumpster Service

Commissioner Griggs made a motion to approve Consent Agenda Items. The motion was seconded by Commissioner Solon. The motion passed 5-0.

## **New Business**

### Approval of the List of Bills as of October 12, 2015

Staff recommended approval of the list of disbursements for the period beginning September 9, 2015 and ending October 12, 2015.

Commissioner Solon made a motion to approve the list of disbursements for the period beginning September 9, 2015 and ending October 12, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

### Acceptance of the FY14-15 Audit

Staff requested acceptance of the FY14-15 Annual Audit. The audit has been previously reviewed by the Treasurer and Executive Director.

Commissioner Griggs made a motion to accept the FY14-15 Annual Audit. The motion was seconded by Vice President Hays. The motion passed 5-0.

Approval to Solicit Bids for the Issuance of General Obligation Bonds

Staff requested confirmation authorizing the Treasurer to solicit bids for the issuance of \$1,092,700 in General Obligation Bonds.

Commissioner Kuhl made a motion to approve and confirm authorizing the Treasurer to solicit bids for the issuance of \$1,092,700 in General Obligation Bonds for the purpose of providing funds to pay for the building, maintaining, improving and protecting the parks and boulevards of the Park District, and for the payment of expenses incident thereto, as provided in a resolution adopted by the Board at its Regular Meeting held September 9, 2015. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of a Resolution Estimating Taxes to be Levied for FY16-17

Ms. Wallace presented the Board report and answered questions asked by the Board.

Commissioner Kuhl made a motion to approve a Resolution setting the tax levy for fiscal year beginning May 1, 2016 and ending April 30, 2017, and scheduling a public hearing on the Tax Levy Ordinance for Wednesday, November 12, 2015 at 7:00 p.m. at the Bresnan Meeting Center as required by the Truth in Taxation Act. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Agreement with Champaign Telephone Company (CTC) for Network Connections

Ms. Hoggatt presented the Board report and responded to questions asked by the Board.

Commissioner Kuhl made a motion to approve and authorize the Executive Director to execute an agreement with CTC for network connections for a three-year period at a monthly rate of \$4,133.33. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Agreement with Challenger Sports, Inc.

Mr. Jones presented the Board report and responded to questions asked by the Board. In response to concerns raised by Commissioner Solon, Attorney Hall responded that he will review and address her concerns including language about coaches providing social security numbers to the Park District before the agreement is executed.

Commissioner Kuhl made a motion to approve and authorize, after appropriate questions are clarified by Attorney Hall, the Executive Director to execute an agreement with Challenger Sports, Inc. for a period of three years, expiring in 2018, to provide trained and qualified instructor(s) to teach youth soccer camps to children registered through the Champaign Park District and provide soccer garments. The motion was seconded by Commissioner Griggs. The motion passed 5-0.

Approval of an Agreement with The News-Gazette

Mr. DeLuce presented the Board report and responded to questions by the Board. Staff recommended approval of the agreement between the Park District and The News-Gazette.

Commissioner Griggs made a motion to approve and authorize the Executive Director to execute an agreement with The News-Gazette for radio and newspaper advertising for a period of two years. The motion was seconded by Commissioner Kuhl. The motion passed 5-0.

Approval of an Agreement with Neopost, USA, Inc. for Rental of Postage Meter and Maintenance on Postage Machine

Ms. Wallace presented the Board report and responded to questions by the Board. She stated that staff recommended approval of agreements with Neopost, USA, Inc. and its affiliate, Mailroom Finance, Inc. for rental of postage meter and maintenance of a postage machine and authorizing the Executive Director to execute the agreement.

Commissioner Griggs made a motion to approve and authorize the Executive Director to execute an agreement with Neopost, USA, Inc. and its affiliate, Mailroom Finance, Inc. for rental of a new postage meter for a three year period in the amount of \$38.00 per month and maintenance of the new postage machine of \$204.00 per year. The motion was seconded by Vice President Hays. The motion passed 5-0.

### **Old Business**

None.

### **Discussion Items**

None.

### **Comments from Commissioners**

Commissioner Griggs reported on his attendance at the NRPA Congress, which was held September 15-17, 2015. He thanked the Board for allowing him to attend. He reported that it was a great conference and that NRPA was celebrating its 50 year anniversary. He highlighted the report and stated that the speakers did an outstanding job. The 2016 conference will be held October 6-8 in St. Louis, Missouri, and he hopes that the Board and staff will be able to attend.

President McMahon thanked Commissioner Griggs for the report about the Congress.

Commissioner Kuhl stated that she would support a donation by the Champaign Parks Foundation to the Champaign County Forest Preserve for the Kickapoo Trails fundraising efforts. She suggested that maybe the Champaign and Urbana Parks Districts could join together to make a donation. There were no objections to forwarding a request to the Foundation for a donation. Vice President Hays stated that he would present the request to the Parks Foundation.

Commissioner Solon reported that the recent shows at the Virginia Theatre have been very well received. She stated that she received comments from Eisner Park neighbors about the removal of the swings in the shaded area that were more suitable for the older children. Mr. Crump stated that the swings were removed for safety reasons and that staff has been contacted by residents about this matter.

### **Adjourn**

There being no further business to come before the Board, Commissioner Hays made a motion to adjourn the meeting. The motion was seconded by Commissioner Solon. The motion passed 5-0 and the meeting was adjourned at 8:32 p.m.

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Timothy P. McMahon, President

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Cindy Harvey, Secretary